

BUSINESS PLANNING CALENDAR

FISCAL YEAR 2013-2014

Item	Notes	Date/Deadline
Finance Committee <ul style="list-style-type: none"> - Audit Update - Business Calendar - Other? 		October 22, 2013
User fee forms distributed to departments		November 4, 2013
User fee proposals due to Budget Office		November 25, 2013
Finance Committee <ul style="list-style-type: none"> - Annual Audit Report - Q1 Financial Report - Other? 		November 26, 2013
City Council Formal Meeting <ul style="list-style-type: none"> - Annual Audit Presentation - Q1 Financial Report 		November 26, 2013
Budget Office analyzes user fee requests		December, 2013
Capital improvement forms distributed to departments		December 2, 2013
2014-2015 MUNIS Departmental Budget Entry begins		January 6, 2014
Capital improvement forms due to Budget Office		January 17, 2014
Finance Committee <ul style="list-style-type: none"> • Budget Update • Fees & Charges 		January, 2014
Departments complete MUNIS budget entry		January 31, 2014
Budget Office Technical Reviews with departments		February 3-21, 2014
Finance Committee <ul style="list-style-type: none"> - Initial CIP Review - Budget Update on Key Issues - Q2 Financial Report 		February 2014
City Council <ul style="list-style-type: none"> - Q2 Financial Report 		February 25, 2014
Executive Management Proposed Budget Review/Analysis		March 2014
City Council Budget/CIP Worksessions		March 2014

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FISCAL YEAR 2013-2014**

Item	Notes	Date/Deadline
City Council - Adoption of FY 2014-15 Fees & Charges		March 25, 2014
Executive Management Proposed Budget Finalization		March 26-April 11, 2014
City Council Formal Meeting - Proposed Budget Presentation - Set Public Hearing	All department directors to attend City Council	April 22, 2014
City Council Budget Worksession (If Needed) City Council Formal Meeting: - Budget Public Hearing	All department directors to attend Council	May 13, 2014
City Council Formal Meeting Budget Adoption Q3 Financial Report	All department directors to attend City Council	May 27, 2014